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**INDIANA COMMISSION ON PROPRIETARY EDUCATION*****Board of Commissioners Meeting Memorandum***

**Date:** August 15, 2006

**From:** Rebecca Carter, Director of Regulatory Compliance

**Subject: MEDTECH COLLEGE  
ASSOCIATE OF APPLIED SCIENCE DEGREE IN  
BUSINESS MANAGAMENT, CRIMINAL JUSTICE, &  
HEALTH INFORMATION TECHNICIAN**

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**Staff Recommendation**

The commission staff recommends that MedTech College be granted the authority to award the Associate of Applied Science degree in the following programs:

**AAS - Business Management**

**AAS - Criminal Justice**

**AAS - Health Information Technician**

**Background Information**

MedTech College is nationally accredited by the Association of Independent Colleges and Schools.

Each of the programs include either 97 or 99 quarter-credit hours of training; a minimum of 75% of the courses are in the Specialty; and the faculty meet the criteria as stipulated in 570 IAC 1-10.1-4

**Supportive Documentation**

1. Degree Applications
2. Instructor Qualification Record Forms

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution MedTech College

Name of Program Business Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Mary A. Harmon

Telephone Number (317) 845-0100 **Application Type**

Date the Form was Prepared July 27, 2006 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES:** Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Business Management Program is intended for the student to learn the skills needed to succeed in business organizations that operate on the cutting edge of technology by interpreting financial statements, building data bases, using interpersonal skills to interact with others and promoting high standards of customer service. The program is consistent with the Mission in all areas. The program will empower all involved to seek rewarding careers or pass on valuable knowledge in their ever-expanding field of expertise. With general education credits embedded in the program, the College will ensure that graduates are well-rounded and knowledgeable individuals. Through core courses that emphasize ethics, professional communication, and cultural understanding, the program is again consistent with the College's Mission to encourage students to achieve their academic, professional and personal goals. This program will be delivered on-line in order to allow students the versatility to pursue education and their new career around their busy schedules and daily lives.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Management, AAS

TOTAL COURSE HOURS: 99 Check one: Quarter Hours ☒ ☐

Semester Hours 

Clock Hours

LENGTH OF PROGRAM: 2 years TUITION: \$30, 690

**SPECIALTY COURSES:**

Course Number	Course Title	Course Hours
A151	Accounting 1	4
B136	Introduction to Business	4
E150	Success Strategies	4
E242	Career Development	2
B230	Principles of Finance	4
B233	Principles of Management	4
B234	Business Law	4
B271	Professional Communication	4
B280	Business Capstone	2
D184	Microcomputers	3
	Total Core Requirements	35
	<b>Human Resource Emphasis</b>	
B119	Customer Service	4
B165	Introduction to Human Resource Management	4
JB249	Risk Management and Insurance	4
B250	Training and Development	4
B267	Employment Law	4
B268	Compensation and Benefits Management	4
B293	Business Ethics	4

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
B148	Human Resource Management	4
B242	Multicultural Communication for Business	4
B250	Training and Development	4
	Total Human Resource Emphasis	40
	<b>Marketing and Sales Emphasis</b>	
B119	Customer Service	4
B140	Sales Techniques	4
B218	E-Commerce	4
B232	Principles of Marketing	4
B263	Principles of Advertising	4
R200	Principles of Retailing	4
R204	Entrepreneurship	4
B231	Web Media Marketing	4
B228	Search Engine Marketing	4
B223	Internet Consumer Behavior	4
	Total Marketing and Sales Emphasis	40

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
G124	English Composition (Required) (4 credits)	4
G141	Introduction to Communication (Select G141 or G226) (4)	4
G226	Speech (4 credits)	
G125	Humanities (Select 1 of G125 through G230) (4 credits)	4
G138	Introduction to Film (4 credits)	
G201	Creative Writing (4 credits)	
G230	Introduction to Literature (4 credits)	

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
G103	College Math (Select 1 out of G103 or G233) (4 credits)	4
G233	College Algebra (4 credits)	
G137	Introduction to Psychology (4 credits) (Required)	4
G141	Introduction to Sociology (4 credits) (Required)	4

Number of Credit/Clock Hrs. in Specialty: 75 / 99 Percentage: 76%  
Number of Credit/Clock Hrs. in General Courses: 24 / 99 Percentage: 24%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:            /            Percentage:

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Library (Resource Center) is located within our school positioned in a central area for easy access for our students. The Resource Center is open Monday through Thursday 8:00am until 10:00pm. Friday hours are from 8:30am until 5:00pm, and Saturday hours are from 9:00am until 3:30pm. Staffing includes a part-time receptionist who keeps track of students going in and out of the Resource Center by a sign-in and sign-out sheet. MedTech College also provides an on-line library, ABHES Virtual Library, to all students. The on-line library provides thousands of full-text health/business journals as well as resource books, periodicals, business texts and varied subject journals, eVideo Clips, and etc.

**2. Number of volumes of professional material:**

MedTech's Resource Center stocks approximately 350 volumes of professional material that is related to business careers as well as general education resources and reference materials. MedTech College also has an on-line library and well as four computers with internet access.

**3. Number of professional periodicals subscribed to:**

MedTech College has approximately 200 professional periodicals that directly or indirectly relate to the business and information technology fields. Also, our on-line library provides access to all students to thousands of periodicals in full-text.

**4. Other library facilities in close geographical proximity for student access:**

1) Marion County Public Library Lawrence Township located 7898 N. Hague Rd, Indianapolis, IN 46256. (1.6 miles from MedTech College) 2) Marion County Public Library Glendale Mall located 6101 N. Keystone Ave., Indianapolis, IN 46220 (4.6 miles from MedTech College) 3) Marion County Public Library Nora located at 8265 Guilford Ave., Indianapolis, IN 46240 (6.8 miles from MedTech College)

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** 5 **Full-time:** 2 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**

*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution MedTech College

Name of Program Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Mary A. Harmon

Telephone Number (317) 845-0100 **Application Type**

Date the Form was Prepared July 18, 2006 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES:** Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Criminal Justice Program examines how the legal process works, from law enforcement to the courts, through the corrections systems all the way to homeland security. The student will study the history and development of the criminal justice system and its effect on society. The program is consistent with the Mission in all areas. The program will empower all involved to seek rewarding careers or pass on valuable knowledge in their ever-expanding field of expertise. With general education credits embedded in the program, the College will ensure that graduates are well-rounded and knowledgeable individuals. Through core courses that emphasize ethics, professional communication, and cultural understanding, the program is again consistent with the College's Mission to encourage students to achieve their academic, professional and personal goals. This program will be delivered on-line in order to allow students the versatility to pursue education and their new career around their busy schedules and daily lives.



**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice, AAS

TOTAL COURSE HOURS: 97 Check one: Quarter Hours ☒  
Semester Hours ☐  
Clock Hours ☐

LENGTH OF PROGRAM: 2 years TUITION: \$30, 070

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>B271</u>	<u>Professional Communication</u>	<u>4</u>
<u>D184</u>	<u>Microcomputers</u>	<u>3</u>
<u>E150</u>	<u>Success Strategies</u>	<u>4</u>
<u>E242</u>	<u>Career Development</u>	<u>2</u>
<u>J100</u>	<u>Introduction to Criminal Justice</u>	<u>4</u>
<u>J102</u>	<u>Criminology</u>	<u>4</u>
<u>J115</u>	<u>Introductions to Corrections</u>	<u>4</u>
<u>J120</u>	<u>Policing in America</u>	<u>4</u>
<u>J125</u>	<u>Criminal Law and Procedures</u>	<u>4</u>
<u>J130</u>	<u>Introduction to Homeland Security</u>	<u>4</u>
<u>J200</u>	<u>Domestic Violence</u>	<u>4</u>
<u>J205</u>	<u>Juvenile Justice</u>	<u>4</u>
<u>J230</u>	<u>Terrorism</u>	<u>4</u>
<u>J245</u>	<u>Security Challenges</u>	<u>4</u>
<u>J250</u>	<u>Drugs and Crime</u>	<u>4</u>
<u>J255</u>	<u>Ethics in Criminal Justice</u>	<u>4</u>
<u>J280</u>	<u>Contemporary Issues in Criminal Justice Capstone</u>	<u>4</u>
<u>B250</u>	<u>Training and Development</u>	<u>4</u>
<u>BU111</u>	<u>Intro to Managment</u>	<u>4</u>

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
G124	English Composition (Required) (4 credits)	4
G141	Introduction to Communication (Select G141 or G226) (4)	4
G226	Speech (4 credits)	
G125	Humanities (Select 1 of G125 through G230) (4 credits)	4
G138	Introduction to Film (4 credits)	
G201	Creative Writing (4 credits)	
G230	Introduction to Literature (4 credits)	
G103	College Math (Select 1 out of G103 or G233) (4 credits)	4
G233	College Algebra (4 credits)	
G137	Introduction to Psychology (4 credits) (Required)	4
G141	Introduction to Sociology (4 credits) (Required)	4

Number of Credit/Clock Hrs. in Specialty: 73 / 97 Percentage: 75%  
Number of Credit/Clock Hrs. in General Courses: 24 / 97 Percentage: 25%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:          /          Percentage:

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Library (Resource Center) is located within our school positioned in a central area for easy access for our students. The Resource Center is open Monday through Thursday 8:00am until 10:00pm. Friday hours are from 8:30am until 5:00pm, and Saturday hours are from 9:00am until 3:30pm. Staffing includes a part-time receptionist who keeps track of students going in and out of the Resource Center by a sign-in and sign-out sheet. MedTech College also provides an on-line library, ABHES Virtual Library, to all students. The on-line library provides thousands of full-text health/medical journals as well as resource books, periodicals, eVideo Clips, drug data bases, and etc.

**2. Number of volumes of professional material:**

MedTech's Resource Center stocks approximately 350 volumes of professional material that is related to allied health careers as well as general education resources and reference materials. MedTech College also has an on-line library and well as four computers with internet access.

**3. Number of professional periodicals subscribed to:**

MedTech College has approximately 200 professional periodicals that directly or indirectly relate to the allied health careers offered. Also, our on-line library provides access to all students to thousands of periodicals in full-text.

**4. Other library facilities in close geographical proximity for student access:**

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**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** 5 **Full-time:** 3 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution MedTech College

Name of Program Health Information Technician

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Mary A. Harmon

Telephone Number (317) 845-0100 **Application Type**

Date the Form was Prepared July 27, 2006 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES:** Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Health Information Technician Program provides the student with knowledge and skill development that encompasses biomedical sciences, information science and technology, the legal aspects of health information and the integration of clinical and financial information. The program is consistent with the Mission in all areas. The program will empower all involved to seek rewarding careers or pass on valuable knowledge in their ever-expanding field of expertise. With general education credits embedded in the program, the College will ensure that graduates are well-rounded and knowledgeable individuals. Through core courses that emphasize ethics, professional communication, and cultural understanding, the program is again consistent with the College's Mission to encourage students to achieve their academic, professional and personal goals. This program will be delivered on-line in order to allow students the versatility to pursue education and their new career around their busy schedules and daily lives.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Health Information Technician, AAS

TOTAL COURSE HOURS: 99 Check one: Quarter Hours ☒  
Semester Hours ☐  
Clock Hours ☐

LENGTH OF PROGRAM: 2 years TUITION: \$30, 690

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>B271</u>	<u>Professional Communication</u>	<u>4</u>
<u>D184</u>	<u>Microcomputers</u>	<u>3</u>
<u>E150</u>	<u>Success Strategies</u>	<u>4</u>
<u>E242</u>	<u>Career Development</u>	<u>2</u>
<u>G133</u>	<u>Anatomy and Physiology</u>	<u>4</u>
<u>M120</u>	<u>Medical Terminology</u>	<u>4</u>
<u>M140</u>	<u>Basic ICD-9 Coding</u>	<u>4</u>
<u>M140a</u>	<u>Intermediate ICD-9 Coding</u>	<u>3</u>
<u>M141</u>	<u>Ambulatory Care Coding</u>	<u>3</u>
<u>M208</u>	<u>Introduction to Health Information Management</u>	<u>4</u>
<u>M209</u>	<u>Medical Insurance and Billing</u>	<u>3</u>
<u>M211</u>	<u>Quality Analysis and Management</u>	<u>4</u>
<u>M218</u>	<u>Management of Health Information Services</u>	<u>4</u>
<u>M223</u>	<u>Pathology I</u>	<u>4</u>
<u>M224</u>	<u>Pathology II</u>	<u>4</u>
<u>M229</u>	<u>Healthcare Information Technologies</u>	<u>4</u>
<u>M230</u>	<u>Medical Law and Ethics</u>	<u>4</u>
<u>M251</u>	<u>Medical Coding Practicum</u>	<u>1</u>
<u>M252</u>	<u>Health Information Practicum</u>	<u>2</u>

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
M237a	Advanced Coding and Reimbursement Issues	3
M140AC	Advanced Coding Special Section	3
B173	Introduction to Management	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

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G230	Introduction to Literature (4 credits)	
G103	College Math (Select 1 out of G103 or G233) (4 credits)	4
G233	College Algebra (4 credits)	
G137	Introduction to Psychology (4 credits) (Required)	4
G141	Introduction to Sociology (4 credits) (Required)	4

Number of Credit/Clock Hrs. in Specialty:	<u>75</u>	/	<u>99</u>	Percentage:	<u>76%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>24</u>	/	<u>99</u>	Percentage:	<u>24%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>        </u>	/	<u>        </u>	Percentage:	<u>        </u>
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**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** 5 **Full-time:** 3 **Part-time:** 2

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

[illegible]

## COMMISSION ON PROPRIETARY EDUCATION

### INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

**NAME:** Ackerman George M.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Introduction to Criminal Justice, Criminology, Introduction to Corrections, and Policing in America.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Nova Southeastern University	Ft. Lauderdale, FLA	MBA – Business Administration	2001 - 2003
Florida Atlantic University	Boca Raton, FLA	BA – Arch, Urban and Public Affairs	1995 - 1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Bolton Investigations, Inc.	Coral Gables, FLA	Private Investigator	2004 to present
Law Offices of Wasserstrom and Giuliani	Hollywood, FLA	Associate	2004 - 2005
Office of the State Attorney	Ft. Lauderdale, FLA	Certified Legal Intern	2002 - 2003

## COMMISSION ON PROPRIETARY EDUCATION

### INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

**NAME:** Brinda Danika E.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Microcomputers, Healthcare Information Technologies, Intro to Management, Medical Insurance and Billing, Basic ICD-9, and Quality Analysis and Management.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
The College of St. Scholastica	Duluth, MN	BS - Health Information Management/Computer Science	1999 - 2003
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Abbott Northwestern Hospital	Minneapolis, MN	Supervisor of Operations, Health Information Services	2004 to present
Jones-Harrison Residence	Minneapolis, MN	Director of Health Information Services	2003 – 2004
Minnesota Life Insurance Co.	Programmer/Analyst	Internship	4-2003 – 8-2003

## COMMISSION ON PROPRIETARY EDUCATION

### INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

**NAME:** Burch Jarrod Y.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Introductions to Corrections, Policing in America, Criminal Law and Procedures, Introduction to Homeland Security, and Domestic Violence.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Georgia School of Law	Athens, GA	Juris Doctor - Government & Political Law, Constitutional Law	2000 - 2004
Albany State University	Albany, GA	BA - Political Science	1996 - 2000
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Stewart and Associates, P.A.	Suwanee, GA	Senior Legal Research Associate	2003 to present
Clarke County Public Defender Office	Athens, GA	Student Attorney	2003 - 2004
Law Office of Hopping Green and Sams, P.A.	Tallahassee, FLA	Legal research	2002

## COMMISSION ON PROPRIETARY EDUCATION

### INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

**NAME:**        **Campbell**  
                    (Last)

**William**  
(First)

**F.**  
(Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Business Ethics, Humanities, Intro to Psych, Intro to Sociology

<b>Source of Training/Education</b>	<b>Location</b>	<b>Area or Subject of Training/Education</b>	<b>Period of Attendance</b> <b>From:                      To:</b>
University of Virginia	Charlottesville, VA	MBA	1971 - 1973
Pennsylvania State University	State College, PA	MA – Philosophy	Graduated 1967
Stonehill College	North Easton, MA	BA – Philosophy	Graduate 1966
<b>Applicable Experience</b>	<b>Location</b>	<b>Exact Nature of Experience</b>	<b>Employment Period</b> <b>From:                      To:</b>
Miami-Dade Virtual College	Miami, FLA	Instructing on-line philosophy courses	2005 to present
Nova Southeastern University	Ft. Lauderdale, FLA	Instructing on-line philosophy courses	2002 to present
Broward Community College	Ft. Lauderdale, FLA	Instructing on-line social science courses	2002 - 2004
Dowling College	Ft. Lauderdale, FLA	Instructing on-line western survey courses	2003 - 2004

## COMMISSION ON PROPRIETARY EDUCATION

### INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

**NAME:**                      Cintron                                      Rene  
                                    (Last)                                      (First)                                      (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Into to Business, Business Law, Professional Communication, Principles of Management, Multicultural Communication for Business.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From:                      To:
American Intercontinental University	Hoffman Estates, IL	MBA - Management	7-2003 – 6-2004
University of West Alabama	Alabama	BS – Psychology	May 2000
<b>Applicable Experience</b>	<b>Location</b>	<b>Exact Nature of Experience</b>	<b>Employment Period From:                      To:</b>
Walgreen's Drug Store	Mandeville, LA	Management	2004 to present
Habitat for Humanity	Covington, LA	Resource Development	2000 - 2003
Noble Travel Plaza	Livingston, AL	Management	1997 - 2000

## COMMISSION ON PROPRIETARY EDUCATION

### INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

**NAME:** Cranney Michelle H.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Intro to Health Information Management, Management of Health Information Services, Medical Law and Ethics, Ambulatory Care Coding and Advanced Coding and Reimbursement Issues.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Davenport University	Lansing, Michigan	MBA – Healthcare Management	2000 to 2003
Utah State University	Logan, Utah	BS – General Family Life	1991 – 1995
Davenport University Online	Grand Rapids, Michigan	AAS – Health Information Technology	2003 - 2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Office Management – Various Offices	Lansing, MI	Health Information, Medical Office Management	1994 - 2004
DeVry University Online	Oakbrook, IL	Health Information	2004 to present
Davenport University Online	Lansing, MI	Health Information	1999 to present

## COMMISSION ON PROPRIETARY EDUCATION

### INSTRUCTOR'S QUALIFICATION RECORD

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**NAME:** Daniel Rita  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Anatomy and Physiology, Medical Terminology, Pathology I and II, Professional Communication, and Introduction to Literature.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Life Chiropractic College	Marietta, GA	Doctor of Chiropractic	1983 – 1987
Georgia State University	Atlanta, GA	MA – Educational Administration	1974 - 1979
Georgia State University	Atlanta, GA	BS – Business Education	1970 - 1974
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Herzing College	Madison, WI	Online Instructor – Medical administration	2003 to present
San Joaquin Valley College	Visalia, CA	Online Instructor – Medical administration	2005 to present
Georgia Medical Institute	Marietta, GA	Director of Education	2003 - 2004



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**NAME:** Derderian (Last) Harry (First) (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Professional Communications, Introduction to Business, Principles of Finance, Business Law, Business Capstone, Employment Law, Training and Development.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Western New England College	Springfield, MA	MBA	1966 - 1969
Boston University	Boston, MA	BS – Public Relations	1962 - 1965
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Small Parts, Inc	Southfield, MI	Senior Account Manager	2000 to present
Ralco Industries	Auburn Hills, MI	Senior Program Manger	1989 - 2000
TRW Automotive	Southfield, MI	Program Manager	1982 - 1989

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**NAME:** Feaster Wanda  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Basic ICD-9 Coding, Intermediate ICD-9 Coding, Ambulatory Care Coding, Advanced Coding and Reimbursement Issues, Advanced Coding Special Section, and Medical Insurance and Billing.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Florida A&M University	Tallahassee, FLA	BS - Health Information Management	1991 - 1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Georgia Medical Institute	Atlanta, Georgia	Program Director/Instructor	2003 to present
Peachtree Emergency Associates	Atlanta, Georgia	E/M Coder	2003 – 2004
Gwinnett Medical Center	Lawrenceville, Georgia	Medical Coder	2001 – 2003
Atlanta VA Medical Center	Atlanta, Georgia	Medical Coder	2000 - 2001

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**NAME:** Freeman Eric H.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Sales Techniques, E-Commerce, Principles of Marketing, Principles of Advertising, Principles of Retailing.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Portland	Portland, Oregon	MBA – Marketing	8-96 – 8-99
Portland State University	Portland, Oregon	B.S. Marketing	8-90 – 8-94
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Corinthian Colleges		Online Professor of Marketing	5-2002 to present
Career Education Corporation/AIU Online		Online Professor of Marketing	9-2002 to present
Kaplan Online		Online Professor of Marketing	1-2004 to present
DeVry University		Online Professor of Marketing	1-2005 to present

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**NAME:** Javarinis Tom G.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Customer Service, Intro to Human Resource Management, Risk Management and Insurance, Compensation and Benefits Management, and Business Ethics.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Capella University	Minneapolis, MN	PhD Organization and Management	2001 - 2005
Davenport University	Dearborn, MI	MBA, Strategic Management/Human Resources	1999 - 2001
Detroit College of Business	Dearborn, MI	BBA, Management/Accounting	1989 - 1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Davenport University	Dearborn, MI	Adjunct Instructor – Human Resources and Management	2001 to present
Nexcare Health Services	Trenton, MI	Human Resources Director	2003 – to present
F&M Distributors	Warren, MI	Regional Human Resources Director	1993 - 2002

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**NAME:** MacRae Shawn M.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Juvenile Justice, Drugs and Crime, Ethics in Criminal Justice, Contemporary Issues in Criminal Justice Capstone and Intro to Management.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Minnesota State University	Mankato, MN	MS – Human Services	2001 - 2003
Minnesota State University	Mankato, MN	BS – Sociology/Corrections	1998 - 2001
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Crime Victim Services, Inc.	Minneapolis, MN	Executive Director	2003 to present
PEACE Agency	Minneapolis, MN	Program Coordinator	1997 - 2003

**I certify that the above information is correct to the best of my knowledge.**

\_\_\_\_\_  
**SIGNATURE OF INSTRUCTOR**

\_\_\_\_\_  
**DATE**

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**NAME:** Newsome Dean P.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Intro to Psychology, Intro to Sociology, Terrorism, Security Challenges, Drugs and Crime, Training and Development, and Intro to Homeland Security.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Troy State University	Troy, Alabama	MPA – Public Administration	1986 - 1988
Duquesne University	Pennsylvania	BA – Sociology	1978 - 1982
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Defense Logistics Agency	Maxwell Air Force Base	Instructor/Trainer	2004 – 2005
Professor and Curriculum Developer	Ohio Dominican University	Counterterrorism	2003 - 2004
Chief of Antiterrorism Operations	Prince Sultan Air Base, Kingdom of Saudi Arabia	Anti-terrorism	2001 - 2003
Chief of Police	22 <sup>nd</sup> Security Forces Squadron, McConnell AFB, AL	Crime Unit	1998 - 2001

**I certify that the above information is correct to the best of my knowledge.**

\_\_\_\_\_  
**SIGNATURE OF INSTRUCTOR**

\_\_\_\_\_  
**DATE**

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**NAME:** Reynoso Tina  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Professional Communications, Introduction to Health Information Management, Quality Analysis and Management, Healthcare Information Technologies, and Medical Insurance and Billing.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Metropolitan State University	St. Paul, MN	BA – Professional Communications	1999 - 2001
Moorhead State University	Moorhead, MN	AAS – Medical Records RHIT Certified	1990 - 1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Children, Family and Adult Services Hennepin County	Minneapolis, MN	Record Management Supervisor	1997 to present
Rasmussen College	Minnetonka, MN	Instructor – Medical Terminology	1997
Hennepin County Medical Center	Minneapolis, MN	Medical Record Technician	1995 - 1997

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**NAME:**                      Server                                      Michael                                      J.  
                                    (Last)                                      (First)                                      (Middle)

**NAME OF INSTITUTION:** MedTech College

**Specific Courses that You Teach in Program:** Introduction to Corrections, Intro to Criminal Justice, Criminology, Policing in America, Criminal Law and Procedures, and Juvenile Justice.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From:                      To:
St. Mary's University	Lakeville, MN	MA- Education	2001 - 2002
Mankato State College	Mankato, MN	BS – Law Enforcement and Corrections	1969 - 1974
Applicable Experience	Location	Exact Nature of Experience	Employment Period From:                      To:
Minnesota Department of Revenue	Saint Paul, MN	Criminal Investigator	2003 – 2004
St. Mary's University	Minneapolis, MN	Adjunct Instructor – Police Science	2002 to Present
Lakeville Police Department	Lakeville, MN	Detective/Parole Officer/Youth Relations Officer	1977 - 2003

**I certify that the above information is correct to the best of my knowledge.**

\_\_\_\_\_  
**SIGNATURE OF INSTRUCTOR**

\_\_\_\_\_  
**DATE**